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Administrative instruction

Staff selection system

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The Under-Secretary-General for Management, pursuant to Secretary-General's bulletin ST/SGB/2002/5, promulgates the following:

Section 1
Definitions

The following definitions apply for the purposes of the present instruction:

(a) Anticipated job openings: job openings relating to positions expected to become available as identified through workforce planning or forecasting, for example due to the retirement of the incumbent within six months or for meeting future requirements;

(b) Assessment: the substantive process of evaluating applicants to determine whether they meet all, most, some or none of the requirements of the position under recruitment;

(c) Assessment panel: a panel normally comprised of at least three members, with two being subject matter experts at the same or higher level of the job opening, at least one being female and one being from outside the work unit where the job opening is located, who will undertake the assessment of applicants for a job opening. For D-2 level job openings, the panel should normally be comprised of at least three members, with two being from outside the department or office, and at least one female;

(d) Central review bodies: joint bodies established under staff rule 4.15 which are to ensure that candidates have been evaluated on the basis of approved evaluation criteria and that the applicable procedures have been followed in the process of appointing, selecting and promoting staff up to and including the D-1 level, except for advice on appointment of candidates having successfully passed a competitive examination in accordance with staff rule 4.16. Field central review bodies are established for peacekeeping operations and special political missions for the same purpose;

(e) Documented record: a record consisting of written, printed or electronic material that provides information or evidence. The record must be reasoned and objectively justifiable;

(f) Evaluation criteria: criteria used for the evaluation of applicants for a particular position. Evaluation criteria must be objective and related to the functions of the generic job profile or the individually classified job description and must reflect the key competencies that will be assessed;

(g) Expert panel: similar in constitution to an assessment panel, assists the Director of the Field Personnel Division, Department of Field Support or his/her designate in undertaking the assessment of applicants for a generic job opening. Hereinafter, the term assessment panel will also refer to an expert panel, unless specifically stated otherwise;

(h) Generic job profile: classified standard job description that encompasses a large group of related jobs with similar characteristics in terms of duties and responsibilities, education, work experience, technical skills and essential core competencies;

(i) Generic job openings: job openings which are based on generic job profiles, used for the purpose of creating and maintaining viable rosters of qualified and available candidates for immediate and anticipated job openings identified through workforce planning in entities with approval to use roster-based recruitment, peacekeeping operations, special political missions and other field operations;

(j) Geographic status: status given to staff in the Professional and above categories on initial appointment for one year or longer against a position subject to "equitable geographical distribution" and to the application of the system of desirable ranges, namely, a regular budget post in the Secretariat at the Professional level or above (except language positions up to and including P-5). All successful candidates in a national competitive recruitment examination also receive "geographic status". Once geographic status has been given, it is retained throughout the period of uninterrupted service of the staff member, regardless of the nature of the position or functions to which the staff member may subsequently be assigned;

(k) Head of department/office: official appointed by the Secretary-General to lead a department, office, regional commission or other major organizational unit of the Secretariat who is directly accountable to the Secretary-General in the exercise of the functions set out in section 5 of ST/SGB/1997/5 (as amended by ST/SGB/2002/11);[1]

(l) Head of mission: official appointed by the Secretary-General to lead a peacekeeping operation or special political mission who is directly accountable to the Secretary-General for the implementation of the mission's mandate as well as the effective management of the mission's resources;

(m) Hiring manager: the official responsible for the filling of a vacant position. The hiring manager is accountable to his/her head of department/office to ensure the delivery of mandated activities by effectively and efficiently managing staff and resources placed under his or her supervision and for discharging the other functions listed in section 6 of ST/SGB/1997/5 (as amended by ST/SGB/2002/11);

(n) Immediate job openings: job openings relating to positions that have become available unexpectedly, such as, upon separation from service in cases other than retirement, the selection of the incumbent for other functions or the creation of new positions owing to the establishment of new offices or due to surge requirements or following a change in mandate, including that of a peacekeeping operation, special political mission or other field-based initiative;

(o) Internal applicants: serving staff members holding an appointment under the Staff Rules, other than a temporary appointment, who have been recruited after a competitive process under staff rule 4.15 (review by a central review body) or staff rule 4.16 (competitive recruitment examination). Staff members of the separately administered United Nations funds and programmes are not considered internal applicants. However, women who are serving with the separately administered United Nations funds and programmes or any specialized agency or organization of the United Nations common system holding a current appointment at the P-3 or P-4 levels and who have been in service for a continuous period of 12 months and

[1] As may be replaced by a new bulletin on the subject.

whose appointments have been reviewed by a review body or equivalent in their organization are considered internal applicants for positions at the P-4 or P-5 levels, respectively. Associate experts (Junior Professional Officers) are not considered internal applicants;

(p) Job opening: vacancy announcement issued for one particular position or for a set of job openings;

(q) Lateral move: movement of a staff member to a different position at the same level for the duration of at least one year. The new position may be in the same or a different department or office, in the same or a different duty station and in the same or a different occupational group. Inter-agency loans or other movements to and from other organizations of the United Nations common system are recognized as "lateral moves". Within the same department or office, a lateral move will normally involve a change in functions with or without a change of supervisor. When the supervisor remains the same, there will be a lateral move if the responsibilities are substantially different, for example, if there is a different area of responsibilities or a change in the departments/offices serviced by the staff member. A change in supervisor without a change in functions does not represent a lateral move. Temporary assignments of at least three months but less than one year, with or without special post allowance, shall also qualify as a lateral move when the cumulative duration of such assignments reaches one year;

(r) Mission: a United Nations peacekeeping operation or special political mission;

(s) Occupational groups: occupations and sub-occupations grouped into categories of work on the basis of similarity of function;

(t) Occupational group manager: an official responsible for managing the supply of available candidates with the necessary qualifications and expertise to meet the staffing requirements identified through workforce planning for a specific occupational group or groups in peacekeeping operations and special political missions;

(u) Position: for the purpose of this instruction refers to an established post or other job profile within an occupational group, as well as the knowledge, attributes and skills required, as identified through a classification review, to perform the functions for which the General Assembly approved funding for at least one year, including positions funded by General Temporary Assistance;

(v) Position-specific job opening: a job opening used for the filling of an individual position at a specific duty station;

(w) Roster:[2] a pool of assessed candidates reviewed and endorsed by a central review body and approved by the Head of Department/Office/Mission who are available for selection against a vacant position. Roster candidates may be selected without referral to a central review body;

(x) Selection decision: decision by a head of department/office to select a preferred candidate for a particular position up to and including the D-1 level from a list of qualified candidates who have been reviewed by a central review body taking

[2] This definition does not apply to rosters of candidates maintained pursuant to staff rule 4.16 on competitive examinations.

into account the Organization's human resources objectives and targets as reflected in the departmental human resources action plan, especially with regard to geography and gender, and giving the fullest regard to candidates already in the service of the Organization as well as those encumbering posts that are slated for abolition or are serving in secretariat entities undergoing downsizing and/or liquidation. Selection decisions for positions at the D-2 level are made by the Secretary-General following review by the Senior Review Group;

(y) Temporarily vacant position: position blocked for a specific period of time for the return of a staff member on temporary assignment, mission assignment, special leave, secondment, or loan;

(z) Vacant position: position approved for one year or longer that is not blocked for the return of a staff member on temporary assignment, mission assignment, special leave, secondment or loan.

Section 2
General provisions

2.1 The present instruction establishes the staff selection system (the "system"), which integrates the recruitment, placement, promotion and mobility of staff within the Secretariat.

2.2 Staff in the Professional and above categories, up to and including those at the D-2 level, are expected to move periodically to different positions in different organizational units, duty stations, missions or occupational groups throughout their careers. The system provides for the circulation of job openings, including anticipated staffing needs in missions through a compendium of job openings[3] and specifies the lateral mobility requirement applicable for promotion to the P-5 level.[4]

2.3 Selection decisions for positions up to and including the D-1 level are made by the head of department/office/mission, under delegated authority, when the central review body is satisfied that the evaluation criteria have been properly applied and that the applicable procedures were followed. If a list of qualified candidates has been endorsed by the central review body, the head of department/office/mission may select any one of those candidates for the advertised job opening, subject to the provisions contained in sections 9.2 and 9.5 below. The other candidates shall be placed on a roster of pre-approved candidates from which they may be considered for future job openings at the same level within an occupational group and/or with similar functions.

2.4 Selection decisions for positions at the D-2 level are made by the Secretary-General when the Senior Review Group is satisfied that the applicable procedures were followed.

2.5 Heads of departments/offices retain the authority to transfer staff members within their departments or offices, including to another unit of the same department in a different location, to job openings at the same level without advertisement of the job opening or further review by a central review body. Heads of mission retain the authority to transfer staff members, under conditions established by the Department of Field Support, within the same mission, to job openings at the same

[3] See section 4 below.
[4] See section 6.4 below.

level without advertisement of the job opening or further review by a central review body.

2.6 This instruction sets out the procedures applicable from the beginning to the end of the staff selection process. Manuals will be issued that provide guidance on the responsibilities of those concerned focusing on the head of department/office/mission, the hiring manager, the staff member/applicant, the central review body members, the recruiter, namely, the Office of Human Resources Management (OHRM), the Field Personnel Division of the Department of Field Support, executive offices and local human resources offices as well as the occupational group manager and expert panel. Should there be any inconsistency between the manuals and the text of the present instruction, the provisions of the instruction shall prevail.

Section 3
Scope

3.1 The system shall apply to the selection and appointment of all staff members to whom the Organization has granted or proposes to grant an appointment of one year or longer under the Staff Rules at the G-5 and above levels in the General Service category, TC-4 and above in the Trades and Crafts category and S-3 and above levels in the Security Service category as well as to staff in the Professional and above categories and to the Field Service category for positions established for one year or longer, irrespective of the functions or source of funding. The process leading to selection and appointment to the D-2 level shall be governed by the provisions of the present instruction. For positions at the D-2 level, the functions normally discharged by a central review body[5] shall be discharged by the Senior Review Group,[6] prior to selection by the Secretary-General.

3.2 The system shall not apply to the following:

(a) Appointments at the Assistant Secretary-General and Under-Secretary-General levels;

(b) Temporary appointments;[7]

(c) Appointment of staff selected through a competitive examination under staff rule 4.16, in accordance with the principle that staff are recruited primarily through competitive examination at the P-1 and P-2 levels for positions subject to geographic distribution and normally through competitive examination at the P-3 level;

(d) Movement of staff subsequent to recruitment under the provisions of the administrative instruction on managed reassignment for junior Professionals;[8]

(e) Movement during the first five years of service of staff serving against a P-2 or P-3 language position who are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates

[5] ST/SGB/2002/6 and Amendment 1, as may be amended or replaced by a new bulletin on the same subject.

[6] ST/SGB/2009/2, as may be amended or replaced by a new bulletin on the same subject.

[7] ST/AI/2010/4.

[8] ST/AI/2001/7, as may be amended or replaced by a new instruction on the same subject.

successful in a competitive examination for positions requiring special language skills;[9]

(f) Recruitment of staff from the General Service and related categories to the Professional category;[10]

(g) Appointment and selection at the entry level and promotion of staff in the General Service and related categories up to and including the G-4, TC-3 and S-2 levels;

(h) Appointment and selection of staff in the General Service category in peacekeeping operations and special political missions;

(i) Appointment and selection of staff in peacekeeping operations and special political missions in the National Professional Officer category;

(j) Appointment of staff selected to serve in the Executive Office of the Secretary-General or to serve as special envoys of the Secretary-General;

(k) Movement of staff previously appointed in accordance with staff rules 4.15 or 4.16 who have agreed to participate in voluntary reassignment programmes. The Assistant Secretary-General for Human Resources Management shall decide on the reassignment of each staff member, without reference to a central review body. The programmes, aiming to stimulate the development of staff, are strictly voluntary. Such movement shall be limited to incumbents of positions approved for inclusion in a voluntary lateral reassignment programme and shall not affect the application of the normal rules governing promotion or selection of staff for job openings;

(l) Lateral movements of staff by heads of department/office/mission in accordance with section 2.5 above.

3.3 Heads of departments/offices who have been delegated authority to appoint and promote staff up to and including the D-1 level for service limited to the entity concerned are encouraged to opt for the full application of the system for upcoming job openings, in which case the appointment of the individual selected as a result would not, or would no longer be, limited to service with the entity concerned.[11] Should the head of department/office exercise this option, the case would be considered by a Secretariat central review body and would be referred to the Secretary-General for decision if the central review body found that the evaluation criteria had not been properly applied and/or that the applicable procedures had not been followed.

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[9] ST/AI/2000/1 (amended by ST/AI/2003/1), as may be replaced by a new instruction on the same subject.

[10] ST/AI/2003/7 (amended by ST/AI/2005/9), as may be replaced by a new instruction on the same subject.

[11] This would not necessarily, however, confer geographic status on the staff members concerned, as such status results from initial recruitment after successfully passing a competitive examination (other than a language examination) or from an appointment for one year or longer to a post subject to the application of the system of desirable ranges.

Section 4
Job openings

4.1 Immediate and anticipated job openings for positions of one year or longer shall be advertised through a compendium of job openings. The compendium shall include both position-specific job openings and generic job openings. The compendium shall be published electronically and shall be updated regularly.

4.2 Position-specific job openings shall be included in the compendium when:

(a) A new position is established or an existing position is reclassified;

(b) The incumbent separates from service;

(c) The incumbent is selected for another position under the provisions of this instruction or as a result of a lateral reassignment by the head of department/office within that department or office.

4.3 Generic job openings shall be issued in the compendium for the purpose of creating and maintaining viable rosters of qualified candidates for immediate and anticipated job openings, identified through workforce planning, in entities with approval to use roster-based recruitment, such as peacekeeping operations, special political missions and other field operations. Generic job openings shall contain information on the location of current and anticipated job openings and a clause making reference to the generic nature and roster purpose. Where such entities deem it necessary, position-specific job openings may also be issued to advertise job openings.

4.4 The hiring manager or occupational group manager shall be responsible for creating the job opening and for promptly requesting the inclusion of its announcement in the compendium, with the assistance of the executive or local human resources office.

4.5 The job opening shall reflect the functions and the location of the position and include the qualifications, skills and competencies required. Job openings, to the greatest extent possible, shall be based on generic job profiles approved by OHRM, a previously published job opening or a previously classified individual job description reflecting the actual functions of the position. The evaluation criteria of job openings created on the basis of individually classified job descriptions require approval by a central review body.

4.6 Each job opening shall indicate the date of posting and specify a deadline date by which all applications must be received. The job opening, including the evaluation criteria, shall be approved by OHRM, the local human resources offices or the Department of Field Support prior to posting.

4.7 Pre-screening questions should be prepared as part of the job opening to assist in determining an applicant's suitability for the job opening to which he/she applied. The pre-screening questions must be related to the responsibilities of the position and the experience and professionalism required to undertake the functions, as reflected in the job opening.

4.8 The deadline for applying for job openings shall normally be:

(a) 60 calendar days after posting for position-specific job openings in the Professional and above categories, unless in cases of unanticipated job openings

OHRM or the local human resources office exceptionally approves a 30-day deadline;

(b) 30 calendar days after posting for position-specific job openings for peacekeeping operations and special political missions, unless the Department of Field Support exceptionally approves a 15-day deadline if necessary to meet immediate operational requirements;

(c) 30 calendar days after posting for project-funded positions located in the field or at headquarters duty stations or at the duty stations of the secretariats of the regional commissions and whose functions relate to the carrying out of activities directly linked to humanitarian, human rights and technical cooperation implementation in field duty stations, unless the local human resources office exceptionally approves a 15-day deadline.

4.9 Generic job openings will be posted for the period of time that is deemed sufficient to attract the number of qualified candidates sufficient to satisfy the vacancies projected through workforce planning.

4.10 The deadline for applying for job openings in the General Service and related categories shall normally be 30 calendar days after posting.

Section 5
Applications

5.1 Applications must be submitted in accordance with the instructions set out in the job opening, including use of the electronic platform provided for this purpose.

5.2 Applying for a job opening carries an expectation to accept it, if offered.

5.3 Staff members are encouraged to carefully consider all suitable job openings as they are expected to move periodically between positions.

5.4 An individual may apply for several job openings for which he/she feels qualified. An individual applying to a generic job opening in a peacekeeping operation or special political mission is required to indicate in which of these operations or missions he/she is interested in serving.

Section 6
Eligibility requirements

6.1 Staff members holding a permanent, continuing,[12] probationary or fixed-term appointment shall not be eligible to apply for positions more than one level higher than their personal grade. Staff members in the General Service and related categories holding a permanent, continuing or fixed-term appointment may apply for positions in the Field Service category at any level, irrespective of the grade held in the General Service and related categories, provided they meet the requirements of the post.

6.2 As of the posting date of a job opening, the minimum age to be eligible for consideration for a position is 18, with a mandatory retirement age of 60 years for

[12] Continuing appointments were approved by the General Assembly in its resolution 63/250 but the implementation is subject to the approval of the eligibility criteria by the General Assembly.

staff members who joined the Organization prior to 1 January 1990 and 62 years for staff members appointed from 1 January 1990 onwards.

6.3 Staff members in the Professional category shall have at least two prior lateral moves, which may have taken place at any level in that category, before being eligible to be considered for promotion to the P-5 level, subject to the following provisions:

(a) In order to meet the General Assembly's concern about high job opening rates in some regional commissions and duty stations, particularly those in developing countries, the requirement shall be reduced to one lateral move when a staff member has served in the Professional category in Nairobi or a regional economic commission other than the Economic Commission for Europe or any duty station with a hardship classification of A, B, C, D or E[13] for one year or longer, or when a staff member is applying for a P-5 position at those duty stations from another duty station;

(b) Staff recruited at the P-4 level shall become eligible for promotion to the P-5 level after one lateral move at the P-4 level;

(c) The requirement for lateral moves is waived when a staff member has served in the Professional and above or Field Service categories in a non-family mission or non-family duty station for one year or longer;

(d) The requirement for lateral moves is waived for staff serving against language positions that are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for positions requiring special language skills when applying for another such language position.

6.4 Staff in the Field Service category at the FS-6 level may apply to positions at the P-3 and P-4 levels, provided that they have served for one year at their current level and meet the academic qualifications required for an appointment to the Professional category. Staff in the Field Service category at the FS-7 level may apply to positions at the P-4 and P-5 levels, provided that they have served for one year at their current level, meet the academic qualifications required for an appointment to the Professional category and, for P-5 positions, satisfy the lateral move requirements for promotion to the P-5 level.

6.5 A staff member holding a permanent, continuing, probationary or fixed-term appointment (with no appointment limitation) assigned from a headquarters location, including regional commissions, to a position one level higher than his/her current grade in a peacekeeping operation or special political mission, where a lien is maintained against a position at the parent duty station, may temporarily be promoted to the level of the position in the peacekeeping operation or special political mission for the duration of the assignment. A staff member temporarily

[13] The International Civil Service Commission has placed all duty stations in one of six categories, H and A to E. H duty stations are headquarters and similarly designated locations where the United Nations has no development or humanitarian assistance programmes, or locations in countries which are members of the European Union. A to E duty stations are field duty stations. Hardship categorization assesses the overall quality of life at a duty station. In determining the degree of hardship, consideration is given to local conditions of safety and security, health care, education, housing, climate, isolation and the availability of the basic amenities of life. Duty stations are categorized on a scale of difficulty from A to E with A being the least difficult.

promoted may apply during his/her assignment in a peacekeeping operation or special political mission to job openings one level higher than his/her temporary grade level, provided that he/she has spent more than 12 months continuously in the peacekeeping operation or special political mission. At the end of his/her assignment in the peacekeeping operation or special political mission, the staff member will revert to his/her original level at the former duty station and may henceforth only apply to job openings one level above his/her original level.

6.6 The provisions of section 6.5 above also apply to staff members appointed to a peacekeeping mission or special political mission (with no appointment limitation) who are selected for an assignment to a position one level higher than their current grade at a headquarters location or regional commission.

6.7 A staff member who is considered an internal applicant and who is on secondment to a separately administered United Nations fund or programme, specialized agency or organization of the United Nations common system shall be granted a lien against a specific post for up to two years. If the staff member, while on secondment, applies for positions in the Secretariat he/she will be considered an internal applicant and is eligible to apply for a position one level higher than the one he/she currently has in the receiving organization in which the staff member is on secondment. After two years should the staff member wish to remain on secondment, the lien on the specific position shall be surrendered but the staff member retains return rights to the Secretariat up to a maximum of five years. At the end of the five years, a transfer to the receiving organization shall be initiated unless the staff member indicates that he/she would like to return to the Secretariat. In order to return to the Secretariat, the staff member is eligible to apply for positions at the level he/she had at the receiving organization or one level above. If the staff member is unsuccessful in his/her applications, he/she will have the right to return to the Secretariat at his/her level at the time of his/her release on secondment.

6.8 Pursuant to the exception set out in section 4.2 of ST/AI/2003/7, the minimum educational requirements for positions in the Professional and above categories shall be waived for staff members promoted to the Professional and above categories after having passed the G-to-P examination when applying to job openings in the Professional and above categories.

6.9 Staff serving against language positions that are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for positions requiring special language skills are eligible to apply for non-language positions after a continuous service of a minimum of five years in a language position.

6.10 A staff member holding a temporary appointment who is recruited in the Professional and above categories, on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in peacekeeping operations or special political missions.

6.11 Interns, consultants, individual contractors and gratis personnel may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six

months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

6.12 United Nations Volunteers may not be appointed to positions in the same mission in which they last served within six months following completion of their service with the United Nations Volunteer programme. United Nations Volunteers who have served less than 12 months are not eligible for appointment in a peacekeeping operation or special political mission, unless a period of six months has elapsed following completion of the United Nations Volunteer service. United Nations Volunteers who resign may not be appointed to a position in a peacekeeping operation or special political mission within six months following the date of resignation.

Section 7
Pre-screening and assessment

7.1 Applicants applying to job openings will be pre-screened on the basis of the information provided in their application to determine whether they meet the minimum requirements of the job opening.

7.2 OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support will release electronically to the hiring manager (for position-specific job openings) and occupational group manager (for generic job openings), within and/or shortly after the deadline of the job opening, the applications of candidates who have successfully passed the pre-screening process, together with the names of pre-approved eligible candidates, for consideration for selection.

7.3 OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support has the authority to pre-screen individuals identified through an outreach strategy aiming for target groups in terms of gender, geography and/or specialized expertise within the deadline of the job opening. The applications of successful candidates will be released to the hiring or occupational group manager.

7.4 The hiring or occupational group manager shall further evaluate all applicants released to him/her and shall prepare a shortlist of those who appear most qualified for the job opening based on a review of their documentation.

7.5 Shortlisted candidates shall be assessed to determine whether they meet the technical requirements and competencies of the job opening. The assessment may include a competency-based interview and/or other appropriate evaluation mechanisms, such as, for example, written tests, work sample tests or assessment centres.

7.6 For each job opening, the hiring manager or occupational group manager, as appropriate, shall prepare a reasoned and documented record of the evaluation of the proposed candidates against the applicable evaluation criteria to allow for review by the central review body and a selection decision by the head of the department/office.

7.7 For position-specific job openings, up to and including the D-1 level, the hiring manager or occupational group manager shall transmit his/her proposal for

one candidate or, preferably, a list of qualified, unranked candidates, including normally at least one female candidate, to the appropriate central review body through OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support. OHRM, the local human resources office or the Field Personnel Division shall ensure that, in making the proposal, the hiring manager or occupational group manager has complied with the process.

7.8 For generic job openings in peacekeeping operations and special political missions, the Director of the Field Personnel Division of the Department of Field Support shall ensure that the process has been complied with and that the recommendations are reasoned and organizational objectives and targets have been taken into account, and shall transmit the proposed list of qualified, unranked candidates including normally at least one female candidate to the field central review body for inclusion in a roster.

7.9 For positions at the D-2 level, heads of department/office/mission shall submit to the Senior Review Group a shortlist normally containing three names of qualified and suitable candidates, including at least one female candidate. The shortlist will be prepared following interviews by an interdepartmental assessment panel. In making such submission, due regard shall be given to candidates with diverse experience, including career mobility. The submission to the Senior Review Group from the head of department/office shall be transmitted to the Chairperson of the Senior Review Group through the Secretary of that body and shall include a comprehensive evaluation of the shortlisted candidates justifying their qualifications and suitability for the position. The submission shall also include the personal history profile of the shortlisted candidates and statistics on staff at the D-1 and D-2 levels in the department/office/mission, including information on nationality and gender.

Section 8
Central review bodies

8.1 The central review bodies shall review proposals for filling a position-specific job opening or for placing candidates on the roster following a generic job opening, made by the department/office or mission concerned, to ensure that applicants were evaluated on the basis of the corresponding evaluation criteria and that the applicable procedures were followed in accordance with sections 5.2 to 5.6 of ST/SGB/2002/6.[14]

8.2 Authority to make a selection decision with respect to a particular job opening shall be withdrawn when a central review body finds that the evaluation criteria have not been properly applied and/or the applicable procedures have not been followed. The central review body shall transmit its findings and recommendation to the official having authority to make the decision on behalf of the Secretary-General, as follows:

(a) The Under-Secretary-General for Management for posts at the P-5 and D-1 levels;

(b) The Assistant Secretary-General for Human Resources Management for all other posts.

[14] As may be amended or replaced by a new bulletin on the same subject.

Section 9
Selection decision

9.1 Staff members holding a permanent, continuing, probationary or fixed-term appointment should normally serve in a position for at least one year before being eligible to be appointed to another position.

9.2 The selection decision for positions up to and including at the D-1 level shall be made by the head of department/office on the basis of proposals made by the responsible hiring managers (for position-specific job openings) and occupational group managers (for generic job openings) when the central review body finds that the candidates have been evaluated on the basis of approved evaluation criteria and the applicable procedures have been followed. Recommendations for selection for positions at the D-2 level shall be made by the head of department/office/mission for review by the Senior Review Group. For positions at the D-2 level, the Senior Review Group shall provide its recommendation to the Secretary-General, who will make the selection decision. When the position to be filled involves significant functions in the management of financial, human and physical resources and/or information and communications technology, the executive or local human resources office shall inform OHRM or the Department of Field Support of the proposed selection so that the approvals required by Secretary-General's bulletin ST/SGB/2005/7[15] may be obtained prior to selection.

9.3 When recommending the selection of candidates for posts up to and including at the D-1 level, the hiring manager shall support such recommendation by a documented record. The head of department/office shall select the candidate he or she considers to be best suited for the functions. Prior to selection of an external candidate, that decision must be justified in writing to, and approved by, OHRM. In the final selection due consideration should also be given to staff members who are victims of malicious acts or natural disasters; serving staff members who have served under the former 200 and 300 series of the Staff Rules; candidates from troop- or police-contributing countries for positions in a peacekeeping operation or Headquarters support account-funded positions in the Department of Peacekeeping Operations, the Department of Field Support and other departments with support account resources; and prior service or employment of candidates in field duty stations, for positions for which relevant field experience is highly desirable, as applicable and as stipulated in General Assembly resolution 63/250.

9.4 Candidates for position-specific job openings up to and including at the D-1 level included in a list endorsed by a central review body other than the candidate selected for the specific position shall be placed on a roster of candidates pre-approved for similar functions at the level of the job opening, which shall be drawn from all duty stations for job openings in the Professional and above categories. The roster candidate shall be retained in a roster for a period of two years for male candidates and three years for female candidates after the first day of the month following the selection decision. Candidates included in the roster may be selected by the head of department/office for a subsequent job opening, without reference to a central review body.

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[15] As may be amended or replaced by a new bulletin on the subject of designation of staff members performing significant functions in financial management, personnel management and general services administration.

9.5 Qualified candidates for generic job openings are placed on the relevant occupational roster after review by a central review body and may be selected for job openings in entities with approval for roster-based recruitment. The roster candidate shall be retained on an occupational roster for a period of two years for male candidates and three years for female candidates after the first day of the month following the selection decision. Should an eligible roster candidate be suitable for the job opening, the hiring manager may recommend his/her immediate selection to the head of department/office/mission, without reference to the central review body. In cases where the recommendation is for an external over an internal roster candidate, section 9.3 shall apply.

Section 10
Notification and implementation of the decision

10.1 The executive office at Headquarters, the local human resources offices or the Division of Field Personnel of the Department of Field Support shall inform the selected candidate of the selection decision within 14 days after the decision is made. Candidates endorsed by the central review body and placed on a roster shall be informed of such placement within 14 days after the decision is made by the hiring manager or occupational group manager and be advised that they may be selected from the roster for similar positions that may become available within the stipulated time frame as described in sections 9.3 and 9.4. Other candidates convoked for assessments but not selected or placed on a roster shall be so informed by the hiring manager or the occupational group manager within 14 days after the selection decision is made in writing. Applicants eliminated prior to the assessment exercises shall be informed.

10.2 The decision to select a candidate shall be implemented upon its official communication to the individual concerned. When the selection entails promotion to a higher level, the earliest possible date on which such promotion may become effective shall be the first day of the month following the decision, subject to the availability of the position and the assumption of higher-level functions. However, when an encumbered position has been included in the compendium after upward reclassification and an applicant other than the incumbent is selected, the decision shall be implemented only when a suitable position has been identified for the incumbent.

10.3 Selected staff members shall be released as soon as possible, and in any event no later than one month after the date on which the releasing office is notified of the selection decision, if the move is within the same duty station. For staff members selected for a position in another duty station, including those in peacekeeping missions or special political missions, the release shall be no later than two months after the releasing office is notified of the selection decision.

10.4 If the selected candidate fails to take up the functions within the specified time frames for personal reasons or vacates the position within one year, the head of department/office may select another candidate from the list endorsed by the central review body with respect to the particular job opening, or in the case of peacekeeping operations or special political missions, from the roster within the same occupational group. If no such candidate is available, the head of department/office may select another candidate from the roster or recommend the position be advertised in the compendium if no roster candidate is found to be suitable.

Section 11
Placement authority outside the normal process

11.1 The Assistant Secretary-General for Human Resources Management shall have the authority to place in a suitable position the following staff members when in need of placement outside the normal process:

(a) Incumbents, other than staff members holding a temporary appointment, of positions reclassified upward for which an applicant other than the incumbent has been selected;

(b) Staff, other than staff members holding a temporary appointment, affected by abolition of posts or funding cutbacks, in accordance with Staff Rule 9.6 (c) (i);

(c) Staff members who return from secondment after more than two years when the parent department responsible concerned has made every effort to place them.

After determining the availability of a suitable position in consultation with the head of department/office and the staff member concerned, the Assistant Secretary-General for Human Resources Management shall decide on the placement, in accordance with staff regulation 1.2 (c).

11.2 The Under-Secretary-General for Field Support, after consultations with the heads of the Departments of Peacekeeping Operations and Political Affairs, the head(s) of the missions involved and the staff members(s) concerned, shall have the authority to transfer staff members whose appointment is not limited to a specific mission or department, outside the normal process, between activities away from Headquarters that are administered by the Department of Field Support as well as between those activities and the Departments of Peacekeeping Operations, Political Affairs and Field Support, to suitable job openings at the same level without advertisement of the job opening or further review by a central review body.

11.3 To expedite placement of successful candidates on the roster from the national competitive recruitment examination or G-to-P examinations, the Assistant Secretary-General for Human Resources Management shall have the authority to place those candidates in P-2 positions subject to geographical distribution that, after a period of three months, have not been filled with candidates successful in a competitive examination.

11.4 Positions directly financed by project funds or other extrabudgetary resources established at the P-1 or P-2 level for one year or longer will be filled only through national competitive recruitment examination roster candidates, until such time as the roster is depleted, or through the temporary promotion of successful G-to-P candidates who are willing to assume such positions. In the event that the position continues to be funded beyond two years, the G-to-P appointee will be given the opportunity to confirm his/her willingness to relinquish his/her General Service position.

11.5 The Assistant Secretary-General for Human Resources Management shall have the authority to select successful candidates from the roster of the national competitive recruitment examination or G-to-P examinations against P-2 positions in peacekeeping operations and special political missions. Candidates selected for P-2 positions in peacekeeping or special political missions from the roster of

successful candidates from the national competitive recruitment examination and G-to-P examinations shall be granted geographic status.

Section 12
Transitional measures

12.1 The provisions of ST/AI/2006/3/Rev.1 shall continue to govern recruitment, placement and promotion in respect of applications for job openings advertised before 22 April 2010 through the "Galaxy" system.

12.2 The provisions of the present instruction shall apply to the selection process of candidates for positions in the peacekeeping and special political missions initiated from the effective date of this instruction.

12.3 Roster candidates falling under the provisions of section 9.3 of ST/AI/2006/3/Rev.1 shall maintain their status for the remaining period stipulated for their roster eligibility.

Section 13
Final provisions

13.1 The present administrative instruction shall enter into force on 22 April 2010.

13.2 Administrative instructions ST/AI/2006/3/Rev.1, entitled "Staff selection system", ST/AI/297 and Add.1, entitled "Technical cooperation personnel and OPAS officers", and ST/AI/360/Rev.1 and Corr.1, entitled "Movement of staff from the Field Service category to the Professional category", are hereby abolished.

13.3 The provisions of the present administrative instruction shall prevail over any inconsistent provisions contained in other administrative instructions and information circulars currently in force.

(*Signed*) Angela **Kane**
Under-Secretary-General for Management